



AMERICAN RESCUE PLAN ACT TARGETED GRANTS TO PUBLIC LIBRARIES

OKLAHOMA DEPARTMENT OF LIBRARIES



WHAT IS ARPA?

- ARPA is the American Rescue Plan Act, which was signed into law on March 11, 2021. Through the Institute of Museum and Library Services (IMLS), ARPA is providing funding to support libraries and library services in all 50 states, the District of Columbia and the Territories.
- The funding is to be used in helping communities respond directly and immediately to the pandemic and to address related economic and community needs through equitable approaches.
- Funds must be used by September 30, 2022.

SPENDING PRIORITIES

- For **libraries** to reach **residents** with internet hotspots, accessible Wi-Fi, and other digital inclusion efforts, particularly in support of **education, health, and workforce development** needs
- For **rapid emergency relief** to libraries across the country, allowing them to safely respond to the pandemic and implement public health protocols
- To support **library services that meet the needs of communities** including costs such as personnel, technology, training, materials, supplies, equipment, and associated indirect costs
- Reach tribal and museum partners **best positioned to assist with pandemic response efforts**, in addition to traditionally eligible library entities, where appropriate

APPLYING FOR THE GRANT

DUNS Number (Data Universal Numbering System)

- A DUNS number is required to receive federal funds. The DUNS number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. to uniquely identify business entities.
- The DUNS number should be for your organization's governing body. If your library does not have an individual number assigned, it may fall under your county or city government.
- You may search online to check if your organization already has a DUNS number. If your organization does not, one may be obtained free of charge from D&B via their website.

PROJECT CATEGORIES

- **Collections/Materials**
- **Communications**
- **Connectivity/Devices**
- **Emergency Preparedness**
- **Furniture**
- **Network Enhancements**
- **Other Technology**
- **Personal Protective Equipment**
- **Security Measures**
- **Staffing**

IMPORTANT CONSIDERATIONS

- Any service contract or subscription must end by September 30, 2022.
- ARPA funds cannot be used to pay staff beyond September 30, 2022.
- Items purchased must be related to the three IMLS spending priorities.
- Any single item that costs \$5000 or more requires prior approval.

IMPORTANT CONSIDERATIONS

- Purchases over \$10,000 should have at least three quotes if possible.
- ARPA funds can only be used to purchase what you included on your application. Any changes must be approved by ODL before taking effect.
- ARPA funding can be used for eligible purchases dating back April 8, 2021.
- All paperwork related to the grant must be kept for a period of five years. This includes invoices, timesheets, contracts, etc.

ALLOWABLE COSTS

- Consulting or contractual services
- Necessary supplies and accessories
- Subscriptions and licenses within the grant period to support digital inclusion effort
- Salaries and benefits for temporary staff to be employed for the project OR temporary staff to cover the duties of full-time personnel while a full-time person works on the project

ALLOWABLE COSTS

- Travel and/or training expenses related to the project for library or project staff
- Hardware, software, and/or technology necessary to support the project
- Indirect costs or any other expenses that are reasonable and necessary to complete the project

2 CFR Part 200, Subpart E

UNALLOWABLE COSTS

- Advocacy, lobbying fees, or costs
- Alcoholic beverages or food
- Bad debts
- Building construction or renovation costs
- Capital expenditures

UNALLOWABLE COSTS

- Collection development purchases not targeted directly to the grant goals
- Entertainment or performances
- Fixed furniture
- Installation of fixed equipment
- Gifts, souvenirs, incentives or awards
- Other costs that are not specifically needed to carry out the goals of the grant

EXCLUSIONS

- Federal funds cannot be spent with certain companies.
 - Huawei Telecommunications Company
 - ZTE Corporation
 - Hytera Communications Corporation
 - Hangzhou Hikvision Digital Technology Company
 - Dahua Technology Company

EXCLUSIONS

- Any telecommunications or video surveillance equipment or services produced by an entity that the Secretary of Defense believes to be an entity connected to the government of a covered foreign country.
- Check for exclusions at www.SAM.gov

REPORTING

- There will be two reports:
 - Interim Progress Report - March 31, 2022
 - Final Report - July 30, 2022
 - (Note: Service contracts, subscription services, staff expenses funded by the grant may still be paid through September 30, 2022.)

The reporting documents will be sent to you when the grant is awarded.

OUTCOMES-BASED EVALUATION

- IMLS defines outcomes as benefits to people, specifically achievements in skill, knowledge, attitude, behavior, condition or life status for program participants.
- Outcomes-based evaluation is the measurement of results. It identifies observations that can credibly demonstrate change or desirable conditions.
- Ask library visitors or staff to complete a brief questionnaire to learn more about the impacts the project has had on their lives.

OUTCOME BASED EVALUATION

- IMLS supports basic research, organizational enhancements, and other activities intended to strengthen the ability of organizations to provide high-quality services, without immediately observable benefits to end users.
- In reporting results of such grants, IMLS wants to know what you believe long-term benefits will be for library or museum users and their communities, and how those improvements will be recognized when they're achieved.

WHEN TO USE SURVEYS

- Use surveys whenever an instructional program for library staff or the general public is conducted.
- There are four to five questions with the following answer choices:
 - *Strongly Disagree*
 - *Disagree*
 - *Neither Agree or Disagree*
 - *Agree*
 - *Strongly Agree*

WHEN TO USE SURVEYS (GENERAL PUBLIC)

- Use the following questions when surveying the public:
 - I learned something by participating in this library activity.
 - I feel confident about what I just learned.
 - I intend to apply what I just learned.
 - I am more aware of resources and services provided by the library.
 - I am more likely to use other library resources and services.

WHEN TO USE SURVEYS (LIBRARY STAFF)

- Use the following questions when surveying library staff:
 - I learned something by participating in this library activity.
 - I feel confident about what I just learned.
 - I intend to apply what I just learned.
 - Applying what I learned will help improve library services to the public.

ACKNOWLEDGEMENT

- ARPA grant award recipients are required to acknowledge IMLS as the funding agency:
 - “This project is made possible with American Rescue Plan Act funds provided by the Institute of Museum and Library Services through the Library Services and Technology Act Grants to States program administered by the Oklahoma Department of Libraries.”
 - More information about acknowledgement in grant manual (sent when grant is awarded).

REMEMBER— THIS IS NOT STATE AID

- You may only use the funding on the items specified in your application. Changes must be approved by ODL.
- You must keep track of invoices, contracts, and other paperwork and include in your final report.
- Interim Progress Report is due March 30, 2022.
- Final Report is due July 30, 2022.
- All subscriptions, contracts, or staff paid by ARPA funds must end on September 30, 2022.



QUESTIONS?